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FILE

19 SEP 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on Contract Personnel Division -- Office of Personnel
12 September 1968, 1330 Hours

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1. [] said that his Division TO calls for [] personnel. He then spoke from a handout of basic statistics; this is attached hereto.

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In the work activity figures, [] pointed out that the number of Contracts Prepared during fiscal year 1968 more than doubled those of the previous year. This was due to the rewriting of contracts to include the fringe benefits newly made available for contract employees. This project is now pretty well completed and procedures have been developed to handle the inclusion of fringe benefits in future contracts as SOP.

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2. The Division gets a number of problems involving nonstaff type personnel, mostly from the Clandestine Services. It is attempting to compile formats for more or less identical problems which tend toward the same solution. The Division is also working with the Clandestine Services to develop solutions to annuity problems for employees who are not covered under U. S. or host country retirement systems, or whose service is not creditable.

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3. [] pointed out that the expected drop off in the number of rehired annuitants has not occurred. The number under contract hovers fairly constantly around 130.

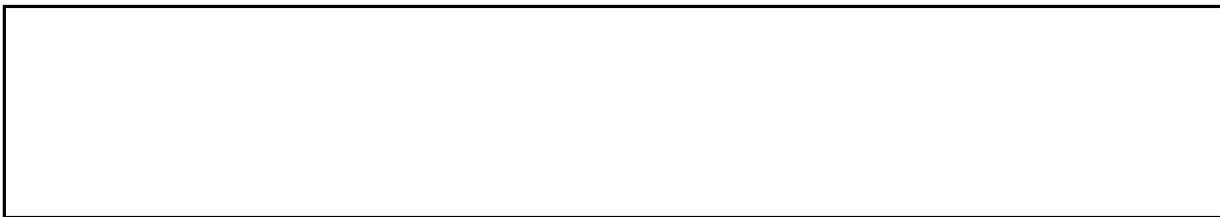
The Division has been working on revising the Handbooks on Contract Personnel administration, and parts of these are now out for coordination. Some chapters of the Handbook are extremely controversial, and for this reason it is proposed to publish chapters on which agreement can be reached and then follow up later with the more difficult chapters. It is hoped that much of the Handbook may be out within a year.

4. The regulations on consultants has been rewritten in line with the Agency's decision to approve the payment of fees up to the salary level of the top of a GS-15. In this connection, it was pointed out that about 1/3 of Agency consultants are still on a Without Compensation basis; some do take expenses but the others request nothing.

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6. Colonel White has interested himself in the contract personnel area, particularly with respect to attempts by Agency components to convert personnel from staff to contract status as a means of solving tight ceiling problems.

7. The Allowance Committee and the Tax Committee have developed systems which are really paying off in solving problems and saving administrative time for field personnel. [redacted] has been receiving considerable feedback from individuals handled under these new systems and it is apparent that the individual employees and administrative personnel are both enthusiastic about the results.

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8. The Contract Personnel Division is anticipating the development of an ADP system for handling contract cases. A great deal of thought has gone into a possible system, and it is probable that the Director of Personnel may shortly be discussing this with the DD/S.

9. The briefing adjourned at 1430.



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Special Assistant to the
Deputy Director for Support

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